

UNITED STATES OF AMERICA  
GENERAL SERVICES ADMINISTRATION  
WASHINGTON, D.C. 20405



November 25, 1974

MEMORANDUM FOR ENERGY CONSERVATION COORDINATORS

Subject: FMC 74-1 Supplement 2

Attached is an advance copy of the revised Federal Management Circular 74-1, Supplement 2. The circular has been modified to reflect changes which have taken place since January of this year. Please do not hesitate to contact either Edna Jones or me on 343-7486 should you have any questions.

We appreciate your continued assistance and cooperation.

A handwritten signature in cursive script, appearing to read "Lance B. Swann", is written over a horizontal line.

Lance B. Swann  
Energy Coordinator

GENERAL SERVICES ADMINISTRATION  
OFFICE OF FEDERAL MANAGEMENT POLICY

*FEDERAL MANAGEMENT CIRCULAR*

FMC 74-1: Federal energy conservation  
Supplement 2

November 15, 1974

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

1. Purpose. This supplement transmits revised attachments A, B, and C to FMC 74-1, Federal energy conservation, dated January 21, 1974.

2. Background. Federal Management Circular 74-1 sets forth the energy conservation policies to be followed by all Federal departments and establishments. Supplement 1 was issued on March 12, 1974, to adjust certain aspects of the program based on comments received from Federal agencies and private groups. Supplement 2 sets forth the energy reduction goal for fiscal year 1975 specified by the President in his memorandum of October 18, 1974. In that memorandum, the President also asked the Administrator of the Federal Energy Administration and the Administrator of General Services to develop a multi-year program for increasing energy efficiency in all Federal facilities and operations.

3. Policy intent. The intent of this supplement is to establish the overall goal for energy reduction by Federal departments and establishments for fiscal year 1975 as 15 percent below energy consumed in fiscal year 1973. This supplement also reflects certain adjustments to the details of the energy conservation program announced by the Federal Energy Administration on April 5, 1974. These detail adjustments were implemented by changes to the appropriate Federal Property Management Regulations. It should be noted that implementation of the provisions of this circular may require consultation, as appropriate, with recognized labor organizations.

OL 4 5871

4. Related energy issuances. The details of the Federal energy conservation program are reflected in the following Federal Property Management Regulations and other issuances:

FPMR 101-20.116, Conservation of Energy by executive agencies (39 F.R. 39266, Nov. 6, 1974)

FPMR Temporary Regulation D-47, Federal employee parking, and Supplement 1 thereto

FPMR Temporary Regulation G-17, Reduction in motor vehicle fuel consumption

GSA Bulletin FPMR G-99, Conservation of motor vehicle fuels

FPMR 101-26.5, GSA Procurement Programs (39 F.R. 37379, Oct. 21, 1974)

FPMR 101-39.6, Official use of Government Motor Vehicles and Related Motor Pool Services (39 F.R. 37380, Oct. 21, 1974)


5. Attachments.

Attachment A, Federal Motor Vehicle Management

Attachment B, Federal Employee Parking

Attachment C, Heating, Cooling and Lighting of Buildings

6. Instructions. Remove attachments A, B, and C, to FMC 74-1 and insert the attached corresponding new attachments A, B, and C.



ARTHUR F. SAMPSON  
Administrator of General Services

## FEDERAL MOTOR VEHICLE MANAGEMENT

1. Policy intent. This attachment provides policy guidance for the improvement of Federal motor vehicle management and fuel conservation by vehicle assignment controls, reduction of vehicle size, promotion of Government vehicle pooling, and other actions to foster economical utilization of Government vehicles.

2. Applicability and scope. The provisions of this attachment apply to all vehicles acquired by executive departments or establishments no matter how acquired (whether by purchase, rental, lease, forfeiture, or transfer from another agency) and no matter how financed (whether through appropriations, revolving funds, trust funds, or other funds).

3. Definitions.

a. The terms "motor vehicle" and "vehicle" as used in this attachment mean any sedan, station wagon, truck, bus, or ambulance operated by executive departments and establishments. Vehicles of these types operated by executive departments and establishments are considered a part of the Federal fleet and are subject to the provisions of this attachment. Tactical and combat vehicles used for military purposes are excluded from this definition.

b. The term "operated" includes all vehicles available for the conduct of agency business.

c. Reference to specific types of vehicles shall correspond to descriptions and designations in Federal specifications issued by the General Services Administration.

(1) For purposes of this attachment, sedans shall be identified according to Interim Federal Specification KKK-A-00811M (GSA-FSS), as follows:

Type 1A	- subcompact
Type 1B	- compact
Type II	- intermediate
Type III	- regular (standard)
Type IV	- medium
Type V	- heavy
Type VI	- limousine

FMC 74-1, Supp. 2  
Attachment A

(2) The terms "economy," "economy sedans," and "economy vehicles" as used in this attachment mean types IA and IB sedans, as described in subparagraphs 3c(1).

d. The term "leased" as used in this attachment means any automobile leased for use by an agency for more than 30 calendar days and any medium and heavy trucks leased for more than 90 calendar days.

4. Policies and procedures.

a. General provisions.

(1) Subject to exceptions listed in subparagraph 4b, all vehicles acquired for use by executive departments and establishments shall be limited to the minimum body size, engine size, maximum fuel efficiency, and operational equipment (if any) necessary to fulfill the operational need for which that vehicle was acquired.

(2) Subject to exceptions listed in subparagraph 4b, all vehicles operated by executive departments and establishments shall be used on a pooled basis to encourage the highest level of utilization.

(3) Official purposes for the use of vehicles operated by executive departments and establishments are governed by 51 U.S.C. 638a(c)(2).

(4) All requirements for leased vehicles exceeding the ceilings established in Federal Supply Schedule, Industrial Group 751, Motor Vehicle Rental Without Driver, shall be submitted to the General Services Administration as specified in Subchapter G of the Federal Property Management Regulations. Such requests shall include full justification of the need for the leased vehicles and certification that the type of vehicle required is in conformance with provisions of FPMR 101-39.601.

(5) Agencies shall achieve and maintain an overall 15 percent reduction in motor vehicle mileage from the comparable quarter of fiscal year 1973. Such reduction shall be achieved by reducing mileage on vehicles used by executive agencies, including owned vehicles, GSA Interagency Motor Pool vehicles, leased vehicles; and privately owned vehicles authorized for use for official travel. Appeals for exceptions for vehicles used in emergencies or essential health services shall be sent

FMC 74-1, Supp. 2  
Attachment A

to the Administrator of General Services for review and transmittal with appropriate recommendations to the Administrator, Federal Energy Administration, for final decision. Agencies shall examine all missions and programs before making application for an exception for emergencies or essential health services to determine whether adjustments may be made to stay within the specified mileage reduction levels.

(6) All motor vehicles operated by executive departments and establishments shall conform to the speed limit established and in effect for Federal vehicles.

(7) All executive agencies shall ensure that all agency-owned vehicles receive tuneups at least every 12,000 miles or 12 months, whichever occurs first.

b. Sedans. The acquisition of sedans by executive departments and establishments shall be limited to type IA or IB economy vehicles (compacts or subcompacts) unless a larger sedan is certified to the Administrator of General Services to be essential to the agency's mission.

(1) Large sedans and limousines.

(a) Use of Federal limousines (type VI) and heavy (type V) and medium (type IV) sedans shall be eliminated. Exceptions shall be made only for the President and Vice President, and for security and highly essential needs. Executive departments and establishments shall certify all exceptions to the Administrator of General Services.

(b) All types IV, V, and VI Federal sedans shall be replaced by type I unless types II or III are absolutely essential to the agency's mission and certified, accordingly, to the Administrator of General Services.

(2) Law enforcement vehicles. Sedans exceeding types IA and IB in size shall be certified by the head of the law enforcement agency to the Administrator of General Services as essential for the security of law enforcement missions.

(3) Diplomatic vehicles. Sedans exceeding types IA and IB in size shall be certified by the appropriate official in the Department of State to the Administrator of General Services as being essential for the security of diplomatic officials.

FMC 74-1, Supp. 2  
Attachment A

c. Station wagons and trucks. The acquisition, assignment, and use of station wagons and trucks shall be governed by subparagraph 4a and by any additional requirements issued pursuant to this attachment.

5. Reports. Executive departments and establishments shall report on their achievement of the objectives of paragraph 4 of this attachment in accordance with instructions provided in Subchapter G of the Federal Property Management Regulations. Executive departments and establishments shall continue to submit the quarterly Energy Conservation Performance Report to the Administrator, Federal Energy Administration, with a copy to the Administrator of General Services.

6. Exceptions. Exceptions to these regulations will be reviewed by the Administrator of General Services and approved by the Administrator, Federal Energy Administration.

7. Inquiries. Further information concerning this attachment may be obtained by contacting:

General Services Administration (AMM)  
Washington, D.C. 20405

Telephone: IDS 183-5967  
FTS 202-343-5967

Federal Management Circular 74-1, Supp. 2  
Attachment B

FEDERAL EMPLOYEE PARKING

1. Policy intent. This attachment establishes uniform policy for the assignment of parking spaces to Federal employees in a manner that will encourage carpooling, conserve energy, and improve and enhance environmental quality through a reduction of vehicle miles traveled by employees.

2. Applicability and scope. The provisions of this attachment apply to parking facilities in the United States, its territories and possessions, the Commonwealth of Puerto Rico, and the Canal Zone under the jurisdiction of the executive branch, excluding garages, driveways, and parking spaces related to occupancy of Government-furnished quarters, and parking spaces provided for momentary use in connection with customer-type services furnished for military and civilian employees.

3. Definitions.

a. "Parking facility" means any lot, garage, building, or structure, or any combination or portion thereof, in or on which motor vehicles are temporarily parked.

b. "Parking space" means the area allocated in a parking facility for the temporary storage of one motor vehicle.

c. "Carpool" means a vehicle containing two or more persons.

d. "Government-owned facility" means land and/or improvements, the title to which is vested in the United States Government.

e. "Federal facility" means land and/or improvements leased to or owned by the Federal Government and under the control of an agency of the executive branch.

4. Policies and procedures.

a. Heads of agencies shall maintain programs to promote and increase employee carpooling. The goal of such programs shall be to assign not more than 10 percent of the agency's available employee parking spaces on an agency wide basis to executive personnel and persons who work long or unusual hours. The remaining employee parking spaces shall be available to carpools to the extent practicable. Assignment of parking spaces to carpools shall be based primarily on the number of persons in a vehicle.



b. Parking spaces assigned to individuals on the basis of a severe physical handicap shall not be considered part of employee parking for purposes of achieving the 10 percent individual assignment goal. Each agency shall give full credit, for the purpose of allocation of parking spaces for carpools, to any full time carpool member regardless of the employer, except that at least one member must be a full time employee of the agency.

c. Areas within parking facilities shall be reserved for the use of two-wheeled vehicles with special consideration being given to bicycles. The amount of space allocated for this purpose shall be reevaluated periodically.

5. Responsibilities. All agencies shall assign available parking spaces to Federal employees in accordance with the policies in this circular.

6. Reporting. Agency plans and progress reports shall be prepared and submitted in accordance with the procedures specified in Subchapter D of the Federal Property Management Regulations.

7. Exceptions. Exceptions to the policies set forth in this attachment will be reviewed by the Administrator of General Services and approved by the Administrator, Federal Energy Administration.

8. Inquiries. Further information concerning this attachment may be obtained by contacting:

General Services Administration (AMP)  
Washington, D.C. 20405

Telephone: IDS 183-7528  
FTS 202-343-7528

Federal Management Circular 74-1, Supp. 2  
Attachment C

HEATING, COOLING AND LIGHTING OF BUILDINGS

1. Policy intent. This attachment prescribes uniform energy conservation policies for all departments and agencies in the operation and management of building space. Such energy conservation policies shall be implemented in a manner that gives consideration to the requirements of the task being performed and to maintaining the health and efficiency of employees.

2. Applicability and scope. The provisions of this attachment apply to the management of space in all buildings owned by executive departments and establishments. New lease contracts for buildings and space shall incorporate the policies contained in this attachment. Existing leases shall incorporate the policies of this attachment to the extent feasible.

3. Definition. "Building space" means space in any building or structure that is lighted, heated, or cooled.

4. Policies and procedures.

a. Lighting. Energy consumed for lighting shall be reduced by removing nonessential lamps and fixtures and by applying nonuniform lighting standards to existing lighting systems. During working hours, overhead lighting shall be reduced to 50 foot candles at work stations, 30 foot candles in work areas, and 10 (but not less than 1) foot candles in nonworking areas. Reduction in overhead lighting shall be accomplished with minimum deviation from the specified levels. Where the "heat of light" technology is used, consideration shall be given to the additional cost and energy requirements of an alternative source of heat. Off-hour and exterior lighting shall be eliminated, except where it is essential for safety and security purposes.

b. Heating and cooling. Energy consumed for heating and cooling Government-owned and-leased space shall be reduced. During the heating season, temperature control devices for general office space shall be set to maintain 65-68°F during working hours and not more than 55°F during nonworking hours. Temperatures in warehouses and similar space shall be adjusted lower than the 65°-68°F range depending on the type of occupancy and activity in the space. Cooling season

FMC 74-1, Supp. 2  
Attachment C

temperatures for general office space shall be held no lower than 73°-80°F. The use of cooling energy to achieve prescribed heating levels or heating energy to achieve cooling levels is prohibited.

c. Humidity controls. Humidity controls shall not be provided for general office space. Requirements for humidity controls in special purpose space or certain geographical locations shall be handled on a case-by-case basis by the official responsible for operation and maintenance of the facility with the concurrence of the agency's Energy Conservation Coordinator.

d. Threshold heaters and portable heating and cooling devices. The operation of threshold heaters and portable heating and cooling devices in Government-owned or -leased space is prohibited.

5. Exceptions. Exceptions to the policies prescribed in paragraph 4 may be necessary for the protection and operation of certain specialized equipment; e.g., computers, for maintaining the health and efficiency of employees, and for certain installations of high specialization; e.g., greenhouses, hospitals, guard stations, and laboratories. Such exceptions may be granted only after consultation with appropriate technical personnel of the unit requesting the exception and the presentation of necessary supporting evidence. Exceptions will be granted by the official responsible for the operation and maintenance of the facility and must be concurred in by the agency's Energy Conservation Coordinator.

6. Reporting. Executive departments and establishments shall report on the progress made in meeting the energy conservation requirements set forth in this attachment. Such reports shall be in accordance with the instructions provided in Subchapter D of the Federal Property Management Regulations. Executive departments and establishments shall continue to submit the quarterly Energy Conservation Performance Report to the Administrator, Federal Energy Administration, with a copy to the Administrator of General Services.

7. Inquiries. Further information concerning this attachment may be obtained by contacting:

General Services Administration (AMP)  
Washington, D.C. 20405

Telephone: IDS 183-7528  
FTS 202-343-7528

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	
		SECRET	
<b>OFFICIAL ROUTING SLIP</b>			
TO	NAME AND ADDRESS	DATE	INITIALS
1	EG/CL		<i>OP</i>
2	AEC/SI	2 DEC 1974	
3	DD/L	4 DEC 1974	<i>Q</i>
4	D/L	5 DEC 1974	<i>W</i>
5			
6	OL/PKS	12/9	<i>B</i>
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
<b>Remarks:</b> <div style="text-align: center; font-size: 2em; font-family: cursive;">Done 12-1 Dec</div>			
<b>FOLD HERE TO RETURN TO SENDER</b>			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
UNCLASSIFIED		CONFIDENTIAL	
		SECRET	

FORM NO.  
1-67

237

Use previous editions

(40)